

INTERN I

DEFINITION

To assist in assigned departmental activities related to the operations of the particular department. The work assigned to the Intern I supplements the formal educational program of advanced college studies. Duties may vary widely depending on the departmental needs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor(s).

The department has the discretion to determine the level of independent decisions the Intern I will be allowed to make.

ESSENTIAL FUNCTIONS – Duties may include, but are not limited to the following:

Perform para-professional level work specific to the department's needs.

Use initiative and application of skills and education.

Work semi-independently and be resourceful and systematic in approach to various assignments and tasks.

May be responsible for a significant level of a department project or be part of the project team.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic knowledge of a discipline that is considered valuable to the department.

Computer equipment and software applications related to assignments.

Ability to:

Keep work related records and prepare reports using a computer.

Read and interpret typical business correspondence, reports and City or department policies.

Maintain records and prepare simple reports.

Follow either written or oral instructions.

Present ideas in a clear and effective manner.

Make presentations where applicable.

Coordinate multiple activities.

Use initiative and sound independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training:

Currently enrolled in a college degree program or graduated with a degree within six months prior to beginning employment.

Degree program is to be in a related field to the department's mission.

Previous work experience is not required.

License or Certificate:

Valid California driver's license and proof of insurance may be required by a department.

WORKING ENVIRONMENT

Dependent upon the department, the Intern I must be able to work indoors or outdoors in various weather conditions when required. Work scheduled to meet the Intern's college class schedule and the needs of the department whenever possible.